

FP

Personnel Bulletin: 2004-15-CI
Date: June 10, 2004

TO: NASA Centers
Attn: Human Resources Directors
NEO Team Members

FROM: FP/Director, Personnel Division

SUBJECT: New Employee Orientation Update

The NASA New Employee Orientation (NEO) team has been tasked under the OneNASA Implementation Plan to create an Agency level web-based orientation site for all new employees. The targeted implementation date is the 4th Quarter of 2004. Upon completion the online orientation should significantly reduce the current workload associated with integrating new employees into our workforce.

Due to the large information technology component of this task and the limited time remaining, we have asked Mike Stewart, the Human Resources Information Systems Manager at JSC to take over leadership of the NEO team. Mike will be working very closely with each of your NEO representatives to insure that this critical task is accomplished on time and that we develop an end product that is reflective of the needs of your Center, the OneNASA community, and our new NASA employees.

To achieve this OneNASA goal, the team is undertaking a variety of activities to support the rapid development and deployment of the NEO web-based system. These include:

- NEO Project Team website. JSC is constructing a NEO Project Team website that organizes and displays the activities and products of the team. You may visit this new site at: <http://nasapeople.nasa.gov/neoprojectteam/index.htm>
- NEO website. JSC is beginning to assemble the NEO website using existing HR portal software. Initial content is being drawn from existing NASA and Center web resources. Mike plans to give you a preview during the OneHR portal discussion at the upcoming OneHR meeting.

- Online Survey. We are planning to use an online survey that will allow us to solicit feedback from our recently hired employees. This survey would be sent to all employees who have entered the NASA workforce within the previous 18 months. To minimize your staff labor, administration of the online survey will be handled centrally and local survey results will be forwarded to each Center. Your NEO team representative will be asked to review the survey prior to distribution. You are also welcome to review this proposed survey at: <https://secure.inquisiteasp.com/surveys/28Z6B9> . Should you have any concerns about the survey administration or disposition of results data, please contact Mike Stewart.
- Hiring Action Tracking System. We are also looking at the possibility of adapting, for your use, an existing hiring action tracking tool that would allow your staff to more easily initiate and manage the hiring actions, orientation, and interactions with new employees. This system will track employees beginning with their offer letter and continuing into their integration into the workforce. Use of this tool would be optional. However, we believe the tool will have a very positive impact on the management of your new employee process flow and it will reduce the staff hours currently devoted to coordinating your new employees' entry into the workforce. Contact Mike Stewart if you are interested in viewing a demonstration of this tool.

We will continue to work closely with your staff to identify appropriate elements to include on the NEO website. In order to provide a robust agency-wide tool, and meet the special needs of your Center, the support and participation of your staff will be critical. Please contact Mike Stewart at Michael.p.stewart@nasa.gov or 281-483-3087, if you have any concerns or suggestions.

Candy Irwin /s/ for

Toni Dawsey
Director, Personnel Division